

Community Liaison Groups Terms of Reference

Purpose

The Community Liaison Groups (CLGs) hold the project to account on local engagement and provide members with insight to improve how construction and local engagement is delivered. They are to share information on upcoming works, likely impacts and how we propose to communicate these works. They should act as a solution-focused forum, offering advice on:

- Issues that upcoming construction might cause
- Communities likely to be affected
- How impacts can be avoided, managed or mitigated
- The most effective ways to communicate with the wider community (e.g. drop-in sessions, email notifications, leaflet distributions etc.)

Locations

There will be three CLGs, broadly to cover the following areas of works:

1. **South of the River Thames** – including Gravesend, Medway and Kent.
2. **North bank of the River Thames up to the A13 junction (North 1)** – including East Tilbury, Linford, Chadwell St Mary and Little Thurrock Blackshots.
3. **A13 junction and area north of the A13 junction (North 2)** – including Orsett, North Ockendon and Upminster.

Meetings

CLGs will be in-person and held quarterly, or as otherwise agreed by forum members. Consideration for subgroups for specific work or topics is also possible. They will be held in the evening to encourage attendance from community representatives.

Standard agenda items

1. Agree CLG ToR (first session only)
2. Project progress update
3. 6-month look ahead and mitigation
4. Planned communications and engagement
5. Community concerns and feedback
6. Items for future meetings
7. Date of next meeting

Membership

Attendance should be proportionate to the upcoming phase of work, so invites will be provided ahead of activities relevant to specific hosting authorities. We anticipate the group will be composed of:

- 1 chairperson

- 1-2 officers from the relevant local authorities
- Around 3 councillors from the relevant community (likely representing a ward or county division within in the area)
- Around 3 community group representatives (each represented by one person)
- Project team members, including Lower Thames Crossing and the relevant Delivery Partner(s), and subject matter experts when relevant.
- Other key stakeholders may be invited when it is likely they will be affected.

Chair

Independent local community representatives will chair the CLGs. Their role will be to facilitate constructive discussion, identify common ground, summarise differing views, and draw out potential solutions for further exploration where needed. The chairs are:

- **South of the River CLG** – Bob Lane, Chair of Shorne Parish Council, former Councillor for Gravesham Borough Council
- **North of the River CLGs** – Stephen Metcalfe, former MP for South Basildon and East Thurrock

Administration

Lower Thames Crossing will provide administrative support, with the agenda and any supporting information issued two weeks in advance of the actual meeting.

Meeting minutes will be shared with attendees no later than two weeks after each meeting and published online, along with the presentations and any other relevant information.

Limitations

CLGs should focus on building constructive relationships around upcoming works and using local insight to improve project delivery. They should not be used for:

- **Public relations:** Promoting or selling the scheme.
- **Mass communication:** CLGs are not public drop-ins, though members can share information with their communities.
- **Social value:** Discussions should focus on construction impacts, not social value initiatives.
- **Consents:** Not a forum for DCO or other consent matters, unless directly relevant.
- **Land and property negotiations:** These must take place privately with individual landowners

Respect clause

To maintain constructive and inclusive CLGs, all attendees must:

- **Engage respectfully:** Treat others with courtesy; express disagreements constructively.
- **Work collaboratively:** Listen actively, share ideas openly, and contribute to shared goals.
- **Be prepared:** Review materials in advance and participate without interrupting or dominating.
- **Respect confidentiality:** While minutes will be published, sensitive information must be handled appropriately.